

**Section II: Service Policies**

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**TITLE: Volunteer Policy**

Volunteer opportunities serve as a tenet of Lake Villa District Library's (LVDL) mission to enrich life in our community by connecting people with resources, services and each other. LVDL values the time, enthusiasm, and energy volunteers bring to our library. Volunteers serve to enhance, rather than replace staff. A volunteer shall be considered as any individual, 11 years or older, who assists with various tasks at the Library, without remuneration. LVDL may not be able to accommodate all volunteer requests.

**Volunteer Guidelines:**

1. Volunteers must complete a volunteer application form and be interviewed.
2. Volunteers under 18 must have a parent/guardian's permission. The minimum age for volunteers is 11.
3. Volunteers are expected to be courteous and considerate of patrons, staff, and other volunteers.
4. Volunteers are required to follow the dress code policy of the library.
5. LVDL will select volunteers based on the needs of the library. Application forms will be kept on file for a period of one year.
6. LVDL reserves the right to reassign or dismiss a volunteer at any time.

The Friends of LVDL offer separate volunteer opportunities. For more information, please visit [www.lvdl.org/friends](http://www.lvdl.org/friends).

**Adopted: March 9, 2009**

**Revised: 10/10/16, 4/8/19**